



MICHAEL R. PENCE, Governor
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY
302 West Washington Street
Indianapolis, IN 46204

EMERGENCY MEDICAL SERVICES

COMMISSION MEETING MINUTES

DATE: June 19, 2015
TIME: 10:00am
LOCATION: Fishers City Hall
One Municipal Drive
Fishers, IN 46038

MEMBERS PRESENT:

John Zartman	(Training Institution)
Myron Mackey	(EMTs)
Mike Garvey	(Indiana State EMS Director)
Michael Olinger	(EMS State Medical Director)
Melanie Jane Craigin	(Hospital EMS)
Terri Hamilton	(Volunteer EMS)
Matthew McCullough	(Volunteer Fire and EMS)
Stephen Champion	(Medical Doctor)
Charles Valentine	(Municipal Fire)

MEMBERBS NOT PRESENT:

Michael Lockard	(General Public)
G. Lee Turpen II	(Private Ambulance)
Darin Hoggatt	(Paramedics)
Stephen Champion	(Medical Doctor)
Charles Valentine	(Municipal Fire)
Sue Dunham	(Emergency Nurses)

OTHERS PRESENT: Field Staff (Robin Stump, Don Watson, Steve Gressmire, Jason Smith and Elizabeth Westfall), Candice Hilton, and members of the EMS Community.



CALL TO ORDER AND ROLL CALL

Meeting called to order at 10:02 am by Vice-Chairman Charles Valentine. Ms. Candice Hilton called roll and announced quorum. Commissioner Olinger arrived at 10:16 am.

ADOPTION OF MINUTES

- a. April 17, 2015 Executive Session meeting minutes

A motion was made by Commissioner Zartman to approve the minutes as written. The motion was seconded by Commissioner Hamilton. The motion passed. The minutes were approved.

- b. April 17, 2015 Regular Session meeting minutes

A motion was made by Commissioner Mackey to approve the minutes as written. The motion was seconded by Commissioner Zartman. The motion passed. The minutes were approved.

INDIANA DEPARTMENT OF HEALTH

- a. Trauma Registry (see attachment #1)

Mrs. Katie Hokanson reported that the Health Department purchased some new linking software that will help link more cases between the hospitals and EMS reports. Mrs. Hokanson also told the Commission that everyone is required to report the administration of Narcan. An email will go out to all providers later the day of this meeting from the State Health Department letting them know about the new law requiring the reporting of the administration of Narcan. A short discussion followed as to what the reporting of NARCAN administration data will be used for.

Mrs. Hokanson asked what the expectation of EMS providers giving the receiving facility the run report. Director Garvey address the question, the expectation is for the report to be left with the patient but the rule states that the run report has to be given to the receiving facility within 24 hours. A short discussion followed regarding verbal reports given during patient care transfer and run reports being given to the receiving facility.

Mrs. Hokanson announced the start of this summer's Trauma tour starting June 30th – August 13th the events will be from 2-5pm and the first one will take place in Evansville. The details are on the Indiana State Department of Health's web site.

Mrs. Hokanson also announced the 2nd Medical Director conference on August 19th it will take place in conjunction with the Indiana Emergency Responder Conference (IERC). If attendees of the Medical Director conference are also registered with the IERC then they will get a discount on the price of the Medical Director conference.

- b. American College of Surgeons (ACS) "in process" process (see attachment #2)

Mrs. Katie Hokanson reported out in regards to the revisions to the "in process" application for the Level II Trauma Centers and the one year progress report for the level II trauma centers. Commissioner Mackey asked if anyone from staff or the Commission was involved in the revision process. State EMS Director Michael Garvey stated that he was and that he sits on the Trauma Care Committee as well as the Indiana Homeland Security Executive Director David Kane. Mrs. Hokanson explained the process that the Trauma Committee goes through for the revisions. Mrs. Hokanson also told the Commission that the Trauma Committee will start working on the level II pediatric trauma center application. Mrs.

Hokanson also stated that the Trauma Care Committee will start working on their own designation rule which will take the place of the need to bring this information to the EMS Commission.

A motion was made by Commission Mackey to approve the revised “in process” application for level II trauma centers and the new one year progress report form for level II trauma centers. The motion was seconded by Commissioner Champion. The motion passed.

EMS FOR CHILDREN

No report submitted or given at this meeting.

TECHNICAL ADVISORY COMMITTEE (TAC)

- a. Report (see attachment #3)

Chairman of the TAC Leon Bell reported regarding the last TAC meeting. Chairman Bell presented the TAC recommendations regarding Epi-pen use at the EMR level (the recommendations is included in attachment 3).

A motion was made by Commissioner Mackey to approve the TAC recommendations regarding the Epi-pen use at the EMR level. The motion was seconded by Commissioner McCullough. The motion passed.

Chairman Bell reported to the Commission that the TAC discussed the Primary Instructor exam but are waiting on more information before continuing their work on the exam. Chairman Bell also reported the TAC's work on a training module for the glucometer for the EMT level. The other project the TAC is working on the waiver tool that they were assigned at the last Commission meeting. Chairman Bell also announced that the July meeting date will be moved due to another engagement.

- b. Assignments
 - i. Old (2010-Present)
 - 1. In Progress
 - a. Reassigned the Indiana Fire Chiefs Association letter-Epi-pen EMR level- Assigned to the operations group
 - b. Primary Instructor written exam
 - c. Waiver tool
 - ii. New Assignments

INDIANA EMERGENCY MEDICAL SERVICES ASSOCIATION (IEMSA)

Mr. Garrett Hedeon reported for the IEMSA. Mr. Hedeon reported that the association had a meeting on June 9th. At the June 9th meeting they changed their bylaws to stagger their officer terms so that they would not all expire at the same time. The association also elected some new officers. The association also elected new officers. Mr. Hedeon reported that IEMSA attended EMS day on the Hill in Washington D.C. Mr. Hedeon stated that attendance has been very good over the last three years that he has attended. Mr. Hedeon announced that the EMS death benefit legislation was passed. Mr. Hedeon also announced that the EMS memorial bike ride would be taking place tonight (the evening of the meeting June 19th) at 5:00. Commission Mackey asked Mr. Hedeon who are the new officers for the IEMSA. Mr. Hedeon stated that the new secretary is Garrett Hedeon, the new vice present is Nathaniel Metz, the new education division director is George Schulp, and the new field provider director is Kim Godden.

EMS EDUCATION WORKING GROUP

Mr. Kraig Kenney reported for the education group. The terms will start in January. Mr. Kenney stated that the work group held elections and staggered their officers terms so that the chairman and vice chairman positions didn't expire in the same year. Mr. Kenney was elected for to be the chairman and Jana Szostek was elected to be the secretary both are for two year terms. Mr. Jeff Quinn from IFD was elected to a one year term as the new vice chairman. The group is working on numerous projects. Some of the projects include committee formation and the Tactical medical course. Mr. Kenney invited any of the Commission members to attend the work groups meetings. The group's next meeting is on August 19th at 10am during the Indiana Responders Conference. The group also has a PI round table on August 20th during the responder conference. Any PI is invited to join the group.

PERSONNEL WAIVER REQUESTS

The following requested a waiver of SECTION 57. (a) This SECTION supersedes [836 IAC 4-9-5](#). which reads (b) To renew a licensure, a licensed paramedic shall submit a report of continuing education every two (2) years that meets or exceeds the minimum requirements in subsection (c). (c) An applicant shall report a minimum of seventy-two (72) hours of continuing education consisting of the following: (1) Section IA, forty-eight (48) hours of continuing education through a formal paramedic refresher course as approved by the commission or forty-eight (48) hours of supervising hospital-approved continuing education that includes the following: (A) Sixteen (16) hours in airway, breathing, and cardiology. (B) Eight (8) hours in medical emergencies. (C) Six (6) hours in trauma. (D) Sixteen (16) hours in obstetrics and pediatrics. (E) Two (2) hours in operations. (2) Section IB, attach a current copy of cardiopulmonary resuscitation certification for the professional rescuer. The certification expiration date shall be concurrent with the paramedic licensure expiration date. (3) Section IC, attach a current copy of advanced cardiac life support certification. The certification expiration date shall be concurrent with the paramedic licensure expiration date. (4) Section II, twenty-four (24) additional hours of emergency medical services related continuing education; twelve (12) of these hours shall be obtained from audit and review. The participation in any course as approved by the commission may be included in this section. (5) Section III, skill maintenance (with no specified hour requirement). All skills shall be directly observed by the emergency medical service medical director or emergency medical service educational staff of the supervising hospital either at an in-service or in an actual clinical setting. The observed skills include, but are not limited to, the following: (A) Patient medical assessment and management. (B) Trauma assessment and management. (C) Ventilatory management. (D) Cardiac arrest management. (E) Bandaging and splinting. (F) Medication administration, intravenous therapy, intravenous bolus, and intraosseous therapy. (G) Spinal immobilization. (H) Obstetrics and gynecological scenarios. (I) Communication and documentation. Mr. Alvarado is request an extension to have time to rehabilitate his injured arm and complete the skills portion of his continuing education. Staff Recommends: Approval for a 90 day extension

Shawn Alvarado - Paramedic

A motion was made by Commissioner Mackey to approve the waiver for a 90 day extension. The motion was seconded by Commissioner Zartman. The motion passed.

The following requested a waiver of SECTION 32. (a) This SECTION supersedes [836 IAC 4-4-2](#) which reads (b) Application for emergency medical technician certification shall be made on forms provided by the agency. Applicants shall complete the required forms and submit the forms to the agency. The application shall include the following: (1) The name and address of the applicant. (2) Criminal history declarations of the applicant. (3) The name of the training institution where training was completed. (4) Other information required by the agency. (c) All applicants for

original certification shall provide evidence of compliance with the requirements for certification. (d) Certification as an emergency medical technician shall be valid for a period of two (2) years. (e) To renew a certification, a certified emergency medical technician shall submit a report of continuing education every two (2) years that meets or exceeds the minimum requirement to take and report forty (40) hours of continuing education according to the following: (1) Participate in a minimum of thirty-four (34) hours of any combination of: (A) lectures; (B) critiques; (C) skills proficiency examinations; (D) continuing education courses; or (E) teaching sessions; that review subject matter presented in the Indiana basic emergency medical technician curriculum. (2) Participate in a minimum of six (6) hours of audit and review. (3) Participate in any update course as required by the commission. (4) Successfully complete a proficiency evaluation that tests the skills presented in the Indiana basic emergency medical technician curriculum. Ms. Butcher is asking for an extension to give her time to complete her continuing education hours for her EMT certification. Staff Recommends: Approval for a six month extension.

Teresa Butcher – EMT

A motion was made by Commissioner Craigin to approve the waiver for a six month extension. The motion was seconded by Commissioner Zartman. The motion passed.

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Robert Severeid - Paramedic

A motion was made by Commissioner Olinger to approve the waiver for a 90 day extension. The motion was seconded by Commissioner Champion. The motion passed.

The following requested a waiver of 836 IAC 4-4-1 General certification provisions Authority: IC 16-31-2-7 Affected: IC 16-31-3 which reads (e) Emergency medical technicians shall comply with the following: (1) An emergency medical technician shall not perform procedures for which the emergency medical technician has not been specifically trained: (A) in the Indiana basic emergency medical technician curriculum; and (B) that have not been approved by the commission as being within the scope and responsibility of the emergency medical technician. The following individuals are requesting a waiver to use the Morgan lens while working at the United States Steel facility. Staff Recommends: Approval – based on previous Commission action

Shelby Sharpless- EMT

A motion was made by Commissioner Zartman to approve the waiver. The motion was seconded by Commissioner Olinger. The motion passed.

PROVIDER WAIVER REQUESTS

The following requested a waiver of (h) A paramedic ambulance service provider organization must be able to provide a paramedic level response. For the purpose of this subsection, "paramedic response" consists of the following: (1) A paramedic. (2) An emergency medical technician or higher. (3) An ambulance in compliance with the requirements of section 3(e) of this rule. (4) During transport of the patient, the following are the minimum staffing requirements: (A) If paramedic level advanced life support treatment techniques have been initiated or are needed: (i) the ambulance must be staffed by at least a paramedic and an emergency medical technician; and (ii) a paramedic shall be in the patient compartment. Lutheran Hospital is requesting a waiver of the staffing requirement for a paramedic level transport. They would like to be able to staff their ground unit on occasion with an EMT or higher and an RN. With the RN in the patient compartment. Staff recommends: approval - e-mail to area district manager each time this occurs

Lutheran Critical Care Transport

A motion was made by Commissioner Olinger to approve the waiver. The motion was seconded by Commissioner Zartman. The motion passed.

The following requested a waiver of Emergency Rule LSA Document #12-393(E) SECTION 14. (a) This SECTION supersedes [836 IAC 2-7.2-1](#) which reads (g) The emergency medical technician-intermediate provider organization shall do the following: (1) Maintain a communications system that shall be available twenty-four (24) hours a day between the emergency medical technician-intermediate provider organization and the emergency department, or equivalent, of the supervising hospital using UHF (ultrahigh frequency) and cellular voice communications. The communications system shall be licensed by the Federal Communications Commission. (2) Maintain an adequate number of trained personnel and emergency response vehicles to provide continuous, twenty-four (24) hour advanced life support services. (3) Notify the commission in writing within thirty (30) days of assigning any individual to perform the duties and responsibilities required of an advanced emergency medical technician-intermediate. This notification shall be signed by the provider organization and medical director of the provider organization. Franklin County EMS is requesting a renewal of the 6 month Staffing Waiver to maintain 24 hour coverage. They have had 2 additional personnel since last waiver and will have one additional at time of Commission meeting and are trying to hire more personnel at this time. They are currently functioning at the ADV EMT level from 8a-10p. Staff recommends: approval - with the stipulation of reporting to the agency the following: 6 month update and e-mail to area district manager each time this occurs.

Franklin County EMS

A motion was made by Commissioner Zartman to approve the waiver. The motion was seconded by Commissioner McCullough. The motion passed.

OLD BUSINESS

1. POST Report (see attachment # 4)

Director Michael Garvey opened discussion regarding the POST certification. Director Garvey reviewed the numbers within the report. Director Garvey stated that staff is asking for the discussion and decision regarding the people that have not taken the POST. Director Garvey stated that emails have been sent out by staff to inform people that POST has to be completed. Discussion followed.

A motion was made by Commissioner Zartman to allow staff and legal to develop a progressive disciplinary action plan for all levels of certification and license to bring back to the next Commission meeting for approval. The motion was seconded by Commissioner Mackey. The motion passed.

2. Tables Business and/or waivers
No currently tabled business or waivers
3. Current ongoing studies- Nothing new to report at this meeting.

Vice Chairman Valentine called for a break at 11:03am

Vice Chairman Valentine reconvened the meeting at 11:15am

NEW BUSINESS

1. Indiana Fire and Public Safety Training Academy- House Enrolled Act No. 1182 (see attachment #5)
Mr. John Buckman presented information to the Commission in regards to the Indiana Fire and Public Safety Training Academy. Mr. Buckman informed the Commission that the Training Academy will not affect the EMS Commission's role in regulating EMS in Indiana nor will it affect the Fire Board's role in regulating Fire. The purpose of the Training Academy is not to take the place of the current training for Fire, EMS, EMA, or Law Enforcement but to enhance it. There have been two positions added to the Fire Board and EMT and a Paramedic position.
2. Glucometer monitoring as Basic Life Support-Senate Enrolled Act No. 461
Director Michael Garvey opened discussion regarding the glucometer monitoring at the Basic Life Support level. Will the change in definition include EMR level as well as EMT level? Staff would like to see this implemented through virtue of the Medical Directors. The Medical Director would provide the training and protocols for the services. Commissioner Zartman asked if the definition of Basic Life Support include the EMR level. Discussion followed. Commissioner Zartman asked if the TAC has had any discussion regarding glucometer monitoring as basic life support level. Discussion was opened to include the audience. Mr. Tom Fentress commented on the topic. Ms. Jenifer Knapp stated that she found it very disturbing that we would limit our responders especially on something that the general public can do.

A motion was made by Commissioner Zartman to send this issue to the TAC for their review and opinion of the glucometer monitoring at the EMR and EMT level as well as developing a curriculum for both levels. Commissioner Zartman withdrew his motion.

A motion was made by Commissioner Olinger to allow an EMR to perform glucometer monitoring providing that they work for a provider organization with medical direction and training. The motion was seconded by Commission Zartman. The motion passed.

A motion was made by Commissioner Zartman to have the TAC develop a training module for glucose monitoring to include the EMR and EMT level and to include Clia certification. The motion was seconded by Commissioner Olinger. The motion passed.

ASSIGNMENTS

- a. Past Assignments
 - i. Telephone conference/video calls for TAC and EMS Commission (staff to draft a policy information from June 20, 2014 meeting) – Staff presented a policy to the Commission (see attachment # 6)

A motion was made by Commissioner Zartman to approve the policy for electronic communications meetings as drafted by legal counsel. The motion was seconded by Commissioner Hamilton. The motion passed.

- ii. Posting data reports for Training Institutions testing percentages (Tony Pagano) - Mr. Pagano is working on this project.
- b. Today's Assignments
 - i. TAC was assigned to develop a training module for the EMR and EMT level to include consideration of the Clia certification regarding glucometer monitoring.

SUB-COMMITTEES

- a. Accreditation Sub-committee (Commissioner Zartman Chairman)- Nothing to report
- b. Narcotics working group (Commissioner Zartman Chairman)- Nothing to report
- c. Training Manual review work group (Tony Pagano)- Nothing to report
- d. Communications work group (Jason Smith Chairman)- Nothing to report
- e. National Registry work group (testing at all levels except EMR Lee Turpen Chairman)- Nothing to report
- f. Data Collections sub-committee (Commissioner Valentine Chairman)- Nothing to report

ADMINISTRATIVE PROCEEDINGS

- 1. Administrative Orders Issued
 - a. Personnel Orders
 - i. 1 Year Probation

Order No. 0043-2015 Everett M. Campbell

No action required, none taken

Order No. 0036-2015 Brandt A Johnson

No action required, none taken

- ii. 2 Year Probation

Order No. 0052-2015 Michael L. Aichner

No action required, none taken

Order No. 0028-2015 Justin Andras

No action required, none taken

Order No. 0055-2015 Zachary W. Carnes

No action required, none taken

Order No. 0063-2015 Matthew Ellis

No action required, none taken

Order No. 0056-2015 Brandon T. Farmer

No action required, none taken

Order No. 0048-2015 Shane T. James

No action required, none taken

Order No. 0032-2015 Sean L Vosmeier

No action required, none taken

Order No. 0059-2015 Tabatha Winstead

No action required, none taken

iii. Suspended

Order No. 0058-2015 Tabatha L. Alvarado

No action required, none taken

iv. Denied

Order No. 0040-2015 Robert M. Sklar

No action required, none taken

v. Emergency Orders

Order No. 0044-2015 John High Jr.

No action required, none taken

b. Non-Final Orders

i. John J. Reiff

A motion was made by Commissioner Olinger to approve the non-final order. The motion was seconded by Commissioner Champion. The motion passed.

STAFF REPORTS

- A. Legislative Report – Nothing new to report
- B. Data Report - Ms. Angie Biggs reported out. Ms. Biggs announced to the Commission that she is now receiving all files in the xml format. Ms. Biggs also reported to the Commission that she has been able to start providing quality assurance on the data she is receiving. She has been sending messages back to providers that have data that is not passing validation to let them know what the issues are so they can be corrected and resubmitted. Ms. Biggs will take over the EMS reporting from the Health Department starting July 1. Ms. Biggs also reported that she has entered over 16,000 runs have been submitted since that last meeting.
- C. Operations Report -Ms. Robin Stump reported out. Ms. Stump reported that there was a DPMU exercise in June. Mr. Steve Gressmire has been out to monitor flooding in the northern part of Indiana. Ms. Stump also announced that Mr. Chris Jones has been hired to run the Sim Lab for IDHS.
- D. Certifications report (see attachment # 7)- A short discussion was held regarding the EMS personal shortage in Indiana and how pay maybe affecting the shortage. Discussion also included getting EMS more opened to diversity in our EMS ranks.

- E. Training Report (see attachment #8)- Mr. Tony Pagano reported that the agency has hired Steve Garrison to hold EVOC instructor refresher courses and courses for new EVOC instructors and that the information has been emailed out. Mr. Pagano also reported out and discussed the National Registry numbers. Commissioner Zartman discussed the Richmond Ivy Tech paramedic students since Richmond Ivy Tech is no longer running a paramedic program. Mr. Pagano stated that the instructor is now in Kokomo and is available to help students if they need it. Brief discussion was held regarding upcoming changes in the accreditation process. Paramedic students are going to be required to do a portfolio. Mr. Pagano also stated that the National Registry is changing their continuing education requirements as well.

STATE EMS MEDICAL DIRECTOR'S REPORT

Dr. Olinger announced that there will be more district forums this summer.

STATE EMS DIRECTOR'S REPORT

Director Michael Garvey reported that there are some big projects coming up shortly. Director Garvey stated that the agency is working on developing the EMS strategic plan. Director Garvey stated that the National Highway Traffic and Safety Association (NHTSA) will be coming in and doing an assessment of EMS in Indiana. Director Garvey turned the floor over to Mrs. Elizabeth Westfall to talk about the NHTSA assessment. The process will start on July 7th – July 9th. The first two days will be testimony from key stakeholders and short open testimony. The final day will be the final report read out. Mrs. Westfall invited all of the Commission members to attend the assessment. Mrs. Westfall also announced the social that will take place on the evening of July 8th. Director Garvey stated that the nice thing about the assessment is that the near final report will be left with staff on the last day so that it can be incorporated into the strategic plan.

CHAIRMAN'S REPORT AND DIRECTION

No report giving at this meeting.

NEXT MEETING

Indiana Emergency Response Conference
Sheraton Hotel
8787 Keystone Crossing
Indianapolis, IN 46240
August 19, 2015
3pm

ADJOURNMENT

A motion was made by Commissioner Hamilton to adjourn the meeting. The motion was seconded by Commissioner Zartman. The motion passed. The meeting was adjourned at 12:41pm.

Approved _____

Charles Valentine, Vice-Chairman